



**Online Donations Signup**  
ourcommunity.com.au

### Organisation Registration for Online Donations

Contact person:

Position:

Organisation name:

ABN:

Postal Address:  
(where to send your  
donation cheque)

Suburb:

State:

P/code:

Email Address:

Contact Phone:  
(number to handle  
donations by phone)

Contact Fax:  
(where to fax  
donations form)

Does your group have a merchant facility to accept credit card payments directly? (please tick)

YES

NO

### Verification Documents Check List

Please send us copies (not originals) of the following documents to verify your fundraising status:

- A certificate of registration or incorporation as a company or an incorporated association
- An authority to fundraise certificate held by your organisation under any of the state Fund-raising Statutes. Follow the link for further details  
[http://www.ourcommunity.com.au/management/view\\_help\\_sheet.do?articleid=50](http://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=50)
- The letter from the Australian Taxation Office advising of their endorsement of your organisation as a Deductible Gift Recipient organisation if applicable (DGR status)

Please also send us:

- Your signed online donations agreement
- Your Appeal sign up form (outlining your donation appeal details)
- Your Electronic Funds Transfer (EFT) form and DEPOSIT SLIP (with encrypted account number)

You can post these to:  
Australian Giving Centre

Our Community PO Box 354 NORTH MELBOURNE VIC 3051 OR Fax to: 03 9326 6859